

QAR Team Meeting Feb 14, 2011

Next Meeting –Feb 21, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	
Jim	Rife	TD	
Don	Rohde	AD	
Keith	Schuh	PPD	
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

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2				
3				

Updates:

Assurance Council: N/A

ES&H: N/A

WDRS: N/A

BSS: N/A

Assessments: .Susan, Bakul & Don are attending a closing meeting & had a conflict with this meeting. ES&H assessment is starting today. PPD interviews are done, working notes being compiled.

Graded Approach: N/A

Process Improvement: N/A

Agenda for today: OJT demo, Records Management new.

NOTES:

Nicole & Barbara Brooks gave a demonstration of the OJT addition to the ITNA procedures. It was noted that if a button is pushed in one of the choices, records of OJT may be deleted. This will be investigated. It was also suggested that a blanket statement grandfathering current employees into the system be added.

FESS has a meeting scheduled with management to discuss records management issues. ES&H is updating their file plans & will update the BSS website with updated plans. Additional discussion was held regarding the problem of design packages and different retention times of the different records in a design package.

Just an additional reminder, the Records Management course needs to be taken before going on an assessment for Records Management.

Tom Gehrke

Meeting adjourned – duration 60 min